



REQUEST FOR PROPOSALS PROFESSIONAL SERVICES

FOR THE

PACIFIC AVENUE AND MARCH LANE INTERSECTION MODIFICATIONS

Federal Project No. CML-5008(181)
City Project No. PW1725

Issued by:
City of Stockton
Public Works Department
22 E. Weber Avenue, Room 301
Stockton, Ca 95202

Date Issued: May 14, 2019

Date Proposals Due: Thursday, June 13, 2019 by 3:00 PM

LATE SUBMITTALS WILL NOT BE ACCEPTED

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1.0 INTRODUCTION:

The City of Stockton (COS) requests Technical Proposals from qualified consulting firms to provide professional consultant services to design the Pacific Avenue and March Lane Intersection Modifications project. A selection committee will comprehensively rank firms based on, but not limited to, proposals, qualifications, references, interviews, and other relevant information. Contract negotiations will begin with the highest-ranking firm. Pending successful negotiations, the Consultant will enter into a Professional Services Contract with the City of Stockton.

The Consultant must be familiar with the Caltrans Local Assistance Programs Guidelines (LAPG) and Local Assistance Procedures Manual (LAPM). Likewise, the Consultant and Consultant staff must demonstrate recent intersection design experience. The consultant shall also provide assistance during the construction phase of the project.

2.0 BACKGROUND:

The City secured for Congestion Mitigation and Air Quality (CMAQ) improvement program funds and secured funding to modify the intersection of Pacific Avenue and March Lane. The project proposes to make all necessary roadway improvements to increase safety and efficiency while at the same time reducing congestion.

3.0 PROJECT DESCRIPTION:

The proposed project includes constructing a dedicated southbound right-turn lane, modifying traffic signal system and re-timing, relocating pole, relocating sidewalk, upgrading corner ramp to ADA standards, re-striping and acquiring right-of-way. (see Attachment A - Location Map).

4.0 SCOPE OF WORK:

Each consultant shall prepare a detailed scope of services for the design of this project based on information presented in this Request for Proposal and other available information. The consultant shall provide a cost proposal, which accomplishes the objectives of the project.

Consultants shall determine the amount of additional right-of-way needed for the project. As such, surveying and preparation of right-of-way acquisition documents including plats and legal descriptions shall be included in the proposal. Consultants are encouraged to include items that are thought necessary for this project.

4.1 Background Research:

The consultant shall research and review existing topographic mapping, photos, right of way maps, "as-built" plans, record maps, surveys, assessor maps, local street improvement plans, collision reports, sight distance, approach speed, total pedestrians and vehicle volumes, public transit routes, truck volume, grade, need of advance warning signs and flashers, and other geometrical and operational characteristics for the project.

The Consultant shall identify required permits, prepare all permit applications, and assist the City with negotiations relative to permit conditions, if required. Permit fees will be paid by the City.

The consultant shall provide recommendations for safe design and roadway improvements, including items such as storm drainage, catch basins per City Standards etc.

4.2 Utility Coordination:

The Consultant shall conduct field reconnaissance of the entire project limits. The Consultant shall work with all pertinent utilities to identify conflicts, coordinate utility plan reviews, conduct necessary coordination meetings, and locate designed improvements as required to facilitate any utility relocations. The consultant shall coordinate with all utilities in accordance with Caltrans Project Development Procedures Manual (PDPM) Appendix LL - "Policy on High and Low Risk Underground Facility within Highway Rights of Way." The objective is to eliminate any conflicts encountered during construction, which would pose construction delays or claims

The consultant will be responsible for performing utility investigations and coordination with utility owners throughout the project development process. The Consultant will be present at all necessary meeting with each utility owner. The consultant will be responsible for, but not limited to, the following:

Prepare a project limits map and request utility information from each utility owner within the area of work.

Prepare Utility Letter "A" during preliminary design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Information on existing utilities obtained as a result of the "A" letter will be transferred to base maps in both plan and profile view. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

Prepare Utility Letter "B" during 65% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 65% plans will be provided to each utility owner as an attachment to the letter. The letter will request that utility owners verify any utility conflicts with proposed improvements and indicate whether any future utilities are proposed in the area that may require accommodation through the improved area. Information on existing utilities obtained as a result of the "B" letter will be used to determine potential utility conflicts and to resolve the conflicts identified. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

Prepare Utility Letter "C" during 100% design phase to the affected utility owners for City to review and approve prior to transmitting to utility owners. Two sets of half-sized 100% plans will be provided to each utility owner as an attachment to the letter. The letter will indicate to the utility owners whether any changes have been made to the project plans since the Utility Letter "B" and will request written confirmation of utility relocations and utility relocation schedule. A copy of the utility data obtained from utility owners will be provided to the City and the originals will be filed in the project files.

Consultant shall meet with utility companies as needed to ensure that conflicts are identified and relocations performed if necessary.

Consultant must coordinate with utility companies to the maximum extent possible and show all existing utilities that will be impacted or cause impact by the proposed project and provide copies of utility correspondence for City files.

4.3 Environmental Services:

The Project is funded with federal funds, and therefore (CEQA) and (NEPA) compliance is required through Caltrans District 10 Office of Local Assistance. The Consultant will be responsible for preparing environmental documents including Preliminary Environmental Study (PES) and Technical Memorandums/Studies, if needed. The consultant shall be responsible for coordinating with the City, Caltrans, and Stakeholders as needed for obtaining environmental clearance.

4.4 Plans, Specifications, and Estimate (PS&E):

The Consultant shall prepare complete PS&E documents, which include design improvement plans, traffic control plans, electrical plans, drainage plans, technical specifications, and engineer's estimate. The PS&E shall be prepared according to the City's and Caltrans' standards and current CA MUTCD, as appropriate. Consultant shall use modeling software to determine acceptable Level of Service (LOS) and geometric layout, and submit recommendations to City for concurrence. Prepare a base map showing existing information to facilitate the design of all the necessary improvements. The base map limits shall be sufficient to cover all necessary improvements within the project area.

A. Intersection Modification Design Process - Intermediate Reviews

Improvement plans for modifications, traffic signal, striping, roadway, drainage, electrical, erosion control and or water pollution prevention and miscellaneous plans shall be submitted for review to the City at **65%**, and **100%** completion stage. The Consultant will provide one electronic (PDF format) and ten (10) hard copy sets of PS&E (1 - 24" x 36" plan set and 9 half-scale plan sets on 11" x 17") at each design stage to the City for review and comments. With each stage, the review comments from the previous stage shall be itemized and a written response to each shall be prepared in a comment matrix. The original red-line comments from the reviewing agency shall be returned with the succeeding submittal.

Consultant shall provide a project specification outline, project estimates and specifications at the **65%** submittal and complete project estimate and specification at **100%** submittal. A 100% check print must be submitted for review by staff prior to a 100% set of plans being plotted on mylars.

1. PS&E (65% Complete)

The modification design should be developed far enough to have an idea of raised median locations identified, access, major utilities and other potential impacts prior to a Public Informational Meeting (PIM) so relatively accurate information can be presented and discussed with property owners to include LOS. It is advisable to include a modification design expert or other highly experienced modification designer at the PIM. Prepare the plans such that the environmental documents may be completed. One of the primary critical elements of design at this stage is the vertical control with each leg having vertical profiles. Contractor to coordinate development of design features with ed

Stockton Unified School District, Stockton Fire Department, San Joaquin Regional Transit District, and Stockton Waste Management.

2. Final PS&E (100% COMPLETE)

Complete design revisions from preliminary design. Detailed project estimates and specifications shall be included at this stage. This is the final design, including final construction staging and work zone traffic control, and utility coordination. Consultant shall coordinate with PG&E for any additional connection requirements.

The Consultant will provide the necessary final PS&E documents in a bid-ready form. Project files and the Project Engineer's/Resident Engineer's file will also be submitted with the Final PS&E.

Final PS&E submittal shall include: One complete plan set of reproducible 24"x36" on mylars (after editorial review of 100% check print), final cost estimate and specifications, AutoCAD and PDF format drawing files and Microsoft Word format specifications on CD delivered to the City. After completion of the construction, Consultant will incorporate the red lines (provided by contractor) into an as-built set on re-signed mylars. The Consultant shall provide electronic copies of the as-built sheets.

B. Quality Control

The PS&E should be subject to quality control reviews before submittal. These reviews will assure conformance to Caltrans and City Standards criteria as well as minimize typographical omissions.

4.5 Public Outreach

The Consultant shall research and develop a coded database of potentially interested parties, which will be updated throughout the project with names from the public meeting(s) sign-in; information from the project team; and from telephone, e-mail and personal contacts. The database will be coded according to interest and involvement with the project. Among the groups on the stakeholders list will be the following:

- Councilmembers for Districts 3 and 4 and other elected and appointed officials
- Residents and property owners adjacent to the proposed project area
- Businesses and other establishments adjacent to the project area
- Emergency responders
- Stockton Unified School District
- Public Transit
- Utility Companies
- Pertinent City staff

A Public Information Meeting(s) will be held to present concepts and design features to neighboring residents and businesses, and to the general public. The consultant will determine a location near the project site to have the meeting. The meeting(s) will be designed primarily to provide information on the project features, goals, and construction impacts.

The Consultant will schedule the meeting(s) and make all meeting arrangements; write, design, and issue meeting notices by first-class mail to stakeholders and by third-class mail to nearby residents; prepare agendas, sign-in sheets, comment sheets, signage, and other print materials; facilitate meeting proceedings; assist with exhibits and a PowerPoint presentation to illustrate concepts and plan elements; provide refreshments; record public comments/assist with appropriate responses; and prepare a detailed meeting report. The meeting should be scheduled after the 65% plans and environmental documents have been prepared.

4.6 Coordination/Meetings:

The Consultant shall attend meetings with City and Caltrans staff when necessary to discuss and finalize the design.

The Consultant shall prepare and provide a comprehensive schedule to reflect the timeframe for each stage/task of the proposed scope of work, utilizing Microsoft Project. The project schedule shall show a base line, tasks, duration, milestones, assignments, critical paths, and other relevant data. The project schedule shall be maintained and updated monthly throughout the PS&E phase of the project.

The consultant is responsible for coordinating and meeting with all utility companies and impacted agencies, RTD, Fire Department, Waste Collection, and Stockton Unified School District as needed for the project to resolve all project issues. Coordination with all utility companies must include sending them utility plans and letters for their use and to make sure that any conflicts are being addressed. The consultant needs to make sure that utility companies understand the importance of resolving utility conflicts so the project would not be delayed and cost more during construction. The consultant shall plan for public outreach to include at least one public meeting with local residents and other stakeholders to provide project information.

The consultant shall attend one (1) project kickoff meeting, at least one (1) public information meeting, a pre-construction meeting, a post-construction meeting, and meet and assist staff during construction as required.

4.7 Design Support During Construction:

As part of the proposal, consultant shall include bid support services that consist of assisting the City in responding to all Requests for Information (RFI) during the project advertisement phase. Consultant shall also include services for design support during construction. These services include responding to all RFI(s), submittal reviews and approval, altering project plans to address any design flaws or inconsistencies (at no additional cost to the City), attendance of the pre-construction meeting, consultation with the construction contractor, biological monitoring during construction, and preparation of record drawings. Consultant shall prepare record drawings upon project completion. As-built record drawings shall reflect change orders, accommodations, and adjustments to all improvements constructed. Prior to accepting the As-Built Plans, City staff will review the Record Drawings and electronic files to confirm that they reflect what has actually been constructed. Electronic files of the As-Built drawings (in standard PDF or TIF format at 300dpi resolutions settings) and CAD (DWG or DXF format) shall be provided in addition to the original As-Built mylars.

The consultant can assume that the City will perform the construction management in-house which includes a resident engineer duties and inspection.

(Please note that the above tasks are listed as a general framework for this project. Consultants are encouraged to include additional tasks into your proposal.)

4.8 Preserving and Perpetuating Survey Monuments

The Consultant shall identify, list, tie out/perform construction staking of survey monuments, and show existing survey monuments on construction plans. Consultant shall file all pre-construction Corner Records or Records of Survey with San Joaquin County and submit a copy to the City. The Corner Records or Record of Survey shall show monuments within the area of construction reasonably subject to removal or disturbance not shown on a recent record document. The Consultant shall include language in the PS&E package to preserve all monumentation affected by the work being performed in accordance with Section 8771 of the Professional Land Surveyors Act in the Business and Professionals Code of the State of California.

5.0 PROJECT GENERAL INFORMATION

5.1 Proposal Submissions

Proposals shall be submitted no later than 3:00 PM on June 13, 2019, to:

RAY DEYTO
CITY OF STOCKTON
22 E. WEBER AVENUE, ROOM 301
STOCKTON, CA 95202

The proposal should be firmly sealed in an envelope which will clearly be marked on the outside with "PACIFIC AVENUE AND MARCH LANE INTERSECTION MODIFICATIONS" for the City of Stockton (Project PW 1725). The cost proposal must be submitted in a sealed envelope separate from the proposal. Late Proposals will not be accepted. An electronic copy of the proposal should be e-mailed to Miguel Mendoza at Miguel.Mendoza@stocktonca.gov. This electronic submittal should not include the cost proposal.

5.2 Acceptance or Rejection of Proposal

The City reserves the right to negotiate an agreement with the firm submitting the highest ranking proposal. Also, the City reserves the right to reject any and all proposals or to waive any irregularity in a proposal if it is deemed to be in the best interest of the City. Failure to submit all requested information could be grounds to reject the proposal.

5.3 Proposal Questions and Requests for Clarification

Any question or request for clarification shall be submitted in writing to:

Ray.Deyto@stocktonca.gov

Requests for clarification shall be submitted by June 6, 2019. If a response warrants an addendum to the RFP, such addendum will be posted on bidflash at least two days prior to the proposal due date. It is the proposer's responsibility to check the website for any addendums or responses to questions. The website address is as follows:

<http://www.stocktongov.com/services/business/bidflash/pw.html?dept=Public Works>

5.4 Causes for Disqualification

Any of the following may be considered cause to disqualify a proposal:

- A. Evidence of collusion among proposers
- B. Any attempt to improperly influence any member of the evaluation panel
- C. A proposer's default or breach of contract in previous work that resulted in termination of that agreement and/or
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.
- E. Any attempt to communicate in any manner with the City of Stockton elected official during the RFP/bid process will, and shall be, just cause for disqualification/rejection of proponent's proposal/Proponent's bid submittal and considered non-responsive.
- F. No person, firm, or corporation shall be allowed to make a file or be interested in more than one bid for the same supplies, services, or both; provided, however, that subcontract bids to the principal bidders are excluded from the requirements of this section; Section 3.68.120 of the Municipal Code.

5.5 Licensing Requirements

Any professional certifications or licenses that may be required are the sole cost and responsibility of the proposer. A City of Stockton business license is required. Please contact the City of Stockton Business License Customer Service at (209) 937-8313.

5.6 Insurance Requirements

The proposer must obtain and maintain the required insurance. Proposer should review Attachment B, Instructions to Proposers for information regarding insurance, indemnification, Disadvantaged Business Enterprises, prevailing wages, etc... Failure to comply with the Instructions to Proposers may be grounds for rejection.

5.7 Disadvantaged Business Enterprises

The requirements for federally funded projects including Disadvantaged Business Enterprise (DBE) apply to this project. The DBE goal for this project is 23%. Proposers are required to submit Caltrans form 10-O1 and form 10-O2 with their proposals or Exhibit 15-H if the DBE goal cannot be met. See Attachment B, Instructions to Proposers for a description of the DBE Program and required forms. Any questions regarding the DBE program should be directed to Miguel Mendoza, DBE Compliance Officer, at (209) 937-7446.

5.8 Federal Program Requirements

The requirements for federally funded projects will apply to this Request for Proposals, and the Proposers will be required to submit all required forms. See Attachment E, Federal Aid Consultant Provisions for copies of currently required forms. Forms can also be found on Caltrans website (<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm#goHere10>)

5.9 Department of Industrial Relations

Please refer to Attachment B, Instructions to Proposers, for registration requirements with the Department of Industrial Relations.

5.10 Product Ownership

Any documents resulting from the performance of work in the contract will become property of the City. This includes all work performed by subconsultants.

6.0 REQUIRED PROPOSAL CONTENT:

The proposal shall contain the following, at a minimum:

- Cover Letter
- Table of Contents
- Executive Summary
- Project Team
- Project Understanding and Approach
- Examples of experience with similar types of work
- Detailed Work Plan
- References (Three for the firm, two of which are familiar with the proposed team)
- Project Work Matrix
- Schedule (Microsoft Project schedule, with key dates, milestones, critical path)
- Cost Proposal – See Attachment D for format of proposal

The body of the technical proposal shall not exceed twenty (20) pages with a minimum font size of 10. Proposer shall submit three (3) bound sets of the proposal. The maximum allowable length is exclusive of any folder, cover, or section dividers. Proposals shall be no more than thirty-five (35) pages, including resumes and the cover letter.

Late submittals or submittal of additional information after the due date will **not** be accepted.

6.1 Cover Letter:

The letter shall be signed by an official with the authority to negotiate and contractually bind the firm with the City of Stockton. Provide name, title, address, email, and telephone number for this officer. Describe any subcontract arrangements or licensing agreements. Include any potential conflict of interest.

6.2 Table of Contents

The proposal should include a table of contents.

6.3 Executive Summary

The Executive Summary shall include a summary of the proposal, emphasizing the approach to be taken and including a work plan, schedule, and description of the capabilities of the Consultant and sub consultants. The summary should convey an understanding of the purpose of the project and the services required for performance.

6.4 Project Team

Describe your team organization including the qualifications of the prime consultant and any sub consultants. Provide an organizational chart of the proposed team structure.

The following should be addressed:

- Demonstrate the firm's experience in each of the areas of expertise needed to successfully complete the project. This should include a description of prior experience in working with public agencies, including working with City staff.
- Provide references with emphasis on the completion of projects related to pedestrian improvements with similar challenges (provide list with proposal).
- Ability for project team to perform the proposed work within the time limits of the project, considering their current and projected workload and assignments.
- Ability to provide quality control of all deliverables and be responsive to all issues in a timely manner.
- Provide project team resumes

6.5 Project Understanding and Approach

Describe your understanding of the needs of the Pacific Avenue and March Lane Intersection Modifications, Federal Project No. CML 5008(181), City Project No. PW1725.

6.6 Detailed Work Plan

Provide a proposed work plan for development and implementation of the program as described in the Scope of Work. Describe the proposed approach and the activities to be accomplished. Describe how the team will complete each task. Alternative approaches to the project can be submitted if a rationale is given for the suggested changes. Information on software which will be used to prepare all working documents and final documents shall be provided to the City.

6.7 Key Personnel References

Provide three client references for the firm, two of which are familiar with the project manager and key personnel. This shall include the name, company, contact information, and description of related work that was provided to the client.

6.8 Project Work Matrix

Identify all key team members, including sub consultants, in a work chart, including their name, title, hours per task, hourly rate, total hours, direct labor, overhead, and percentage of work by task. Include overall cost proposal (see Attachment D – Sample Cost Proposal).

7.0 PROPOSAL EVALUATION:

The Consultant Selection process will follow the timeline shown below

<u>Event</u>	<u>Date</u>
Post Request for Proposals	<u>May 14, 2019</u>
Written Questions submitted by	<u>June 6, 2019</u>
Proposals Due	<u>June 13, 2019</u>
Estimated Contract Start	<u>November 2019</u>

7.1 Proposal Evaluation

The selection committee will evaluate all proposals. This is a qualification and cost based selection, so ranking will be in accordance with the attached Evaluation Scoring Worksheet (See Attachment C).

7.2 Negotiations

City staff will begin negotiations with the highest ranked firm. If an agreement cannot be reached after a reasonable period of time, as determined by the City, Then the City will terminate negotiations with the number one ranked firm and negotiations will be opened with the second ranked firm. The compensation discussed with one prospective Consultant will not be disclosed or discussed with another Consultant.

The selected consultant will be expected to enter into a Professional Services Contract with the City. Proposers should direct their attention to Attachment B, Instructions to Proposers for the most current insurance and indemnification language. It is expected that the successful proposer will accept these terms without modification.

The contract shall not be in force until the Council approves the contract and the City manager signs it. Work performed before the issuance of a Notice to Proceed cannot be paid by the City.